



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All Persons Interested
2	Job Classification	Accountant Supervisor
3	Posting Number	PN# 102868
4	Department	Fire Department
5	Division	Finance & Administration
6	Section	Accounts Payable
7	Reporting Location	1205 Dart
8	Workdays & Hours	M – F, 8 a.m. – 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Manage the staff of the accounts payable section including assigning work and training staff. Work with vendors to resolve billing problems. Provide reports to management on a variety of topics. Assist the analyst staff in managing the encumbrances that are outstanding each month. Manage the payments and encumbrances for the department’s service contracts. Provide quality assurance on all payments made by the department to assure that they are paid in accordance with the purchase order or contract.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc. There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature, and air conditions.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor’s degree in Accounting, Finance, or Business Administration with a minimum of 18 hours in accounting.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Five years of experience as a professional accountant are required. Professional accounting experience may be substituted for the education requirement on a year-for-year basis, except for the required minimum of 18 hours in Accounting. A Master’s degree in Accounting, Business Administration or a closely related field, such as Finance, may be substituted for two years of the experience requirement.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Must have a valid Texas drivers license and be in compliance with the City’s policy on driving (AP2-2).	
14	<u>PREFERENCES</u> Proficient with Microsoft Office, particularly Excel and Word; excellent verbal and written communication skills; experience managing the accounts payable function, and supervisory experience..	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u> X Yes No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 24 \$1419.00 - \$1961.00 Biweekly \$36,894.00 - \$50,986.00 Annually</div>	
18	<u>OPENING DATE</u>	February 9, 2005
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	